

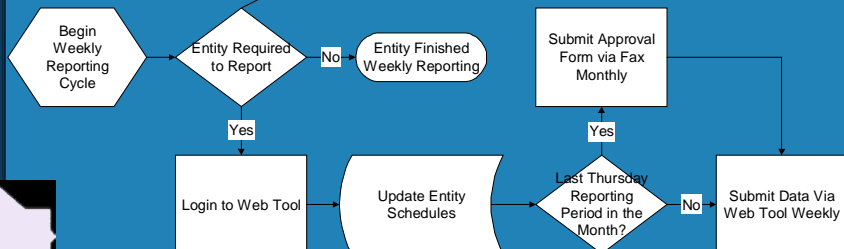
Status Reporting Update

June 24, 1999

Ongoing DDA Status and CAP/CPB Reporting

* DDA Status updates must be submitted via the DDA web tool by **11:00 p.m. every Thursday** beginning **July 8, 1999**

An exemption to the reporting requirement is granted to those entities that have completed their system remediation and testing, as well as their corrective action plan items.



Ongoing DDA Updates

- * If the color bars in the DDA Schedule A update are different than the baseline colors, you must provide an explanation of the change in the Schedule A comments field.

Information As Of Date	Year 2000 Preparedness of Mission Critical Systems					Impact Reduction		Overall Rating	
	Project Design					Systems	Processes		
	Aw. Inv. Assess. SDR	Modification	Testing	Implementation	Complete	MCS Backup Plan	Business Resumption Planning	Year 2000 Preparation	Impact Reduction
5/31/99	Low	Low	Med	Med	Med	Low	Med-High	Med	Med-High
3/31/99	Low	Med	Med	Med	Med	Low	High	Med	High

Ongoing CAP/CPB Updates

- * CAP/CPB updates must be submitted via e-mail (using the turnaround document sent to you by the PMO) by 11:00 p.m. every Thursday beginning July 1, 1999

CAP Turnaround Document

Corrective Action Plan Update Form

Franchise Tax Board

As Of Period: 7/1/99

	Planned Start Date	Revised Start Date	Actual Start Date	Planned End Date	Revised End Date	Actual End Date	Estimated Staff Hrs To Complete	Hours Expended This Period	Actual Hours Used To Date
Franchise Tax Board									
Corrective Actions									
Testing									
Finalize "hot-site" agreement									
Approve SPR	4/5/99		4/5/99	5/26/99		5/26/99	0		0
Finalize/test Y2K scenarios for BRP									
Finalize BRP scenarios	4/5/99		4/5/99	5/26/99		5/26/99	442		442
Test scenarios	7/22/99		7/22/99	7/30/99		7/30/99	550		
Complete inventory of routers, switches, and hubs									
Complete inventory	3/15/99		3/15/99	5/3/99		5/3/99	40		0
Schedule & execute interface test w/ TDC/HWDC									
Schedule test with Teale	6/5/98		6/5/98	5/25/99		5/25/99	80		0
Schedule test with HWDC	6/5/98		6/5/98	5/27/99		5/27/99	70		0
Test Teale interfaces	6/12/99		6/12/99	6/12/99		6/12/99	12		0
Test HWDC interfaces	6/13/99		6/13/99	6/13/99		6/13/99	12		0
Test TDC interfaces	6/13/99		6/13/99	6/13/99		6/13/99	2		0

1) Enter Revised Start Date to change Planned Start Date. Enter Actual Start Date to Indicate When Task Actually Started

3) Enter Number of Hours Expended Against This Task in the Last Week

2) Enter Revised End Date to Change Planned End Date. Enter Actual End Date to Indicate Task Is Completed

Web Posting Overview

- * Information will only be posted to the web after the following requirements have been met:
 - DDA is complete
 - 48 Hour Triage is complete
 - A Corrective Action Plan has been received
 - The out briefing meeting with the agency secretary has occurred
 - Web training on how to use the web tool to provide status updates has occurred
 - A status update via the web tool has been received by the PMO

Sample Discussion

* HWDC Sample

- Baseline information from 3/31/99
- Updated information from 6/15/99
- The Corrective Action Plan items link to the action items identified in the baseline Executive Summary



Overall Department Assessment

Department Name: Health and Welfare Data Center
 Department #: 4130
 Information As-of-Date: 6/15/99

Information As Of Date	Year 2000 Preparedness for Mission Critical Systems (MCS)							Impact Reduction		Overall Rating		
	Project Design				Modification	Testing	Implementation	Complete	MCS Backup Plan	Business Resumption Planning	Year 2000 Preparation	Impact Reduction
	Aw.	Inv.	Assess.	SDP								
6/15/99	LOW				LOW	LOW	LOW	LOW	LOW	MED-HIGH	LOW	MED-HIGH
3/31/99	LOW				LOW	MED	MED	MED	LOW	HIGH	MED	HIGH

LOW > 90% complete
 MED > 70% & < 90% complete
 MED-HIGH > 50% & < 70% complete
 HIGH < 50% complete

Actions Plans and Continuity Plans for Business		
Name	Status	Planned End Date

Corrective Actions (data as of 6/14/99)

General Corrective Actions

Resource Management

Review staffing/infra resources for testing (action item #2)

Review staffing	Strt	6/30/99
Review machine resources	Strt	6/30/99
Conduct monthly utilization status	Strt	6/30/99

Testing

Schedule remaining customer tests (action item #1)

Obtain current MC application list from DOIT	Cmpl	5/27/99
Confirm completed/scheduled testing	Cmpl	5/27/99
Obtain testing schedule from customers	Cmpl	6/3/99
If no testing for an app, obtain rationale from customer	Cmpl	6/3/99
Provide testing schedule to DOIT	Cmpl	6/7/99

Establish hot-site test (action item # 6)

Transfer the alternate processing solution to the ORP project	Cmpl	5/27/99
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Business Partner Readiness

Form Telecomm Taskforce (action item #3)

Develop documentation on each HWDC mgd network connection	Cmpl	6/10/99
Participate in task force	Cmpl	6/18/99

Pursue Business Partner Certification (action item #4)

Determine current status	Cmpl	6/11/99
Review status	Strt	9/17/99

Other General

Schedule monthly vendor recertification (action item #5)

Add activity to WBS for all environments	Cmpl	5/27/99
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Baseline Executive Summary

Positive Steps Taken

1. A well-structured Year 2000 strategy is in use, processes have been defined for each Project phase, and roles and responsibilities are defined. A Work Breakdown Structure (WBS) is in place to identify and track tasks.
2. A centralized Year 2000 Tracking Database is used to track all inventory components. Automated tools, regular walkthroughs, and a quarterly re-certification process are used to maintain currency of the Year 2000 inventory.
3. HWDC has adopted a proactive stance toward achieving and maintaining Year 2000 compliance. Processes are in place to ensure that non-compliant software was removed from the HWDC environment. A Re-Certification Process and a "Clean Management" Process are being used to ensure ongoing compliance.
4. HWDC has a defined and documented Test Strategy. Test Scenarios contain detailed information. All testing documentation is cross-referenced in the Year 2000 Tracking Database.
5. No major issues were identified for the mission critical MVS Hardware and Operating System environment for Telecommunications Hardware and Software or for Embedded Systems.

Major Issues

1. Although HWDC provides an MVS "Time Machine" test environment and assists customer departments with their use of the test environment, testing audit reports indicate that few customer departments are actually using the "Time Machine" environment.
2. Many HWDC customers do not intend to schedule tests of their mission critical applications in the isolated "Time Machine" environment. Of those customers that are scheduled, some tests will be executed after 9/1/99.
3. HWDC staffing and test infrastructure resources may not be able to handle the remaining customer testing load. The bulk of HWDC's remaining Year 2000 effort is focused around testing.
4. The scope of ownership across the State's telecommunications networks is not clearly defined for each agency involved, nor is it formally documented. Although HWDC has addressed the telecommunications components within the data center and is a participant in a planned end-to-end test with Pacific Bell, the "ownership" problem involves more than just this one data center.
5. The end-to-end telecommunications test with Pacific Bell is currently the only test of this type planned. HWDC has indicated a desire to participate in more testing of this type, but external service providers are not making testing resources available.
6. As of 3/31/99, only one-third of correspondence from Business Partners had been received. Of these, only one is marked as "Certified".
7. Vendor re-certification is currently scheduled on a quarterly basis, with 06/15/99, 09/15/99 and 11/15/99 currently identified in the WBS as re-certification dates.
8. HWDC has no "hotsite" identified for normal operations or Year 2000 planning. HWDC plans to upgrade its Disaster Recovery Plan to address the Year 2000 risks. An FSR has been approved and HWDC anticipates funding by 06/07/99 to begin this activity.

Action Items

1. HWDC should take a proactive role to schedule remaining customer tests in the "Time Machine" to occur prior to 09/01/99. Also, HWDC should inform DOIT of customer departments that do not intend to schedule tests of their mission critical systems in the "Time Machine" environment.
2. The HWDC Year 2000 Project Office should determine if adequate staffing and infrastructure resources are available to handle all remaining test requirements in the Time Machine environment, and they should acquire additional resources as needed.
3. The owners of the state government telecommunications network should immediately form a Telecommunications Task Force. The purpose of this team will be to define the scope of responsibilities of each agency involved, map the responsibilities across the network, negotiate the points of change in responsibility across the network, and leverage the influence of the State to involve other Business Partners in end-to-end testing.
4. HWDC should immediately begin pursuing a more active follow-up process for both the receipt of correspondence and verification of Business Partner Certification.
5. HWDC should schedule re-certification on a monthly basis after 09/01/99.
6. HWDC should host regular "hotsite" tests at a remote location and require customer agencies with mission critical applications to participate in the tests by restoring and running applications.

NOTE: The major issues and the related action items in the Baseline Executive Summary shown above have been converted to action items that are being updated through a project planning tool and reported on the previous page.

The information provided in this document is a [Year 2000 Readiness Disclosure](#) pursuant to the Year 2000 Information and Readiness Disclosure Act (Public Law 105-271).